



BOARD FOR PROFESSIONAL ENGINEERS. LAND SURVEYORS. CPF T GQNQI KUVU

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GEOTECHNICAL ENGINEER ENGAGEMENT RECORD AND REFERENCE FORM

This form must be submitted for each engagement claimed as qualifying experience. "SEE ATTACHED" and Resumes are not acceptable in lieu of this form. *This form must be typed or it will be returned to the applicant.*

This form is due in the Board Office Postmarked by the Final Filing Date of _____

Failure to have all documents in the Board Office by the final filing date will result in the Applicant not being set to the current examination.

PART A – MUST BE TYPED AND COMPLETED BY APPLICANT

1. NAME: Last		First		Middle	
2. Street Address		City	State	Zip Code	Country
For ID Purposes Only		4. Phone, with Area Code and Extension			
3. Month (1-12) Day (1-31) of Birth: / / XX		Home:		Business:	
ENGAGEMENT NO.	DATES (mo/day/year)	TOTAL TIME WORKED (FOR THIS ENGAGEMENT)	Company Name:		
		months	Address:		
			Applicant Title:		
	From:	QUALIFYING EXPERIENCE**	Supervisor's Name:		
	To:		Supervisor's Phone Number:		
		months			

If reference is other than the person who was your supervisor, you must indicate below the professional relationship of the person you have chosen as your reference for this engagement. See Engagement Record and Reference Form Instructions for more information.

☐ Co-Worker ☐ Client ☐ Other (indicate relationship) _____

SUMMARY OF ENGAGEMENT: You must include as much information as possible on this form before going to other sheets. **"See attached" is not acceptable.** Generally describe projects worked on, tasks performed, technical decisions made, and level of responsibility.

Indicate the significance of your experience in this engagement, and the percent of your time spent, for each of the following areas: (use R for Responsible Charge, W for Working Knowledge, N for no exposure) (a) Program Development ____/____%; (b) Field and Lab Studies ____/____%; (c) Analysis ____/____%; (d) Site Monitoring ____/____%; and (e) Report Preparation ____/____%; BEGIN SUMMARY BELOW:

** Qualifying experience claimed for this Engagement includes only professional level work. It does not overlap with credit claimed for education. It does not include overtime, training, orientation, non-engineering, student summer or non-professional work. Qualifying experience may be less than the total number of months worked. It is computed as total months worked less non-qualifying experience. Qualifying Experience means engineering employment that requires the applicant to use good engineering judgment in making engineering decisions and that contributes to growth as a Professional Engineer.

Signature of
Applicant _____

Date _____ Year _____

Optional: e-mail address _____

PART B: TO BE COMPLETED BY REFERENCE FOR

(PART B OF THIS FORM DOES **NOT** NEED TO BE TYPED)

INFORMATION PERTAINING TO THE REFERENCE

NAME: _____

CE NO.: _____ STATE: _____

ADDRESS: _____

DATE EXPIRES: _____

GE NO.: _____

DATE OF INITIAL LICENSURE: _____

WORK PHONE NO.: (____) _____

DATE EXPIRES: _____

Your job title at the time you supervised/knew applicant: _____

Your current job title and company affiliation: _____

Does the information presented by the applicant accurately reflect the applicant's experience?

If NO, please explain in REMARKS section.

☐

Yes

☐

No*

Do you agree that the applicant performed qualifying geotechnical engineering work, while in responsible charge, for the period claimed?

If NO, please explain in REMARKS section.

☐

Yes

☐

No*

How long has it been since you have directly or indirectly observed the applicant performing geotechnical engineering work?

DATE YOU LAST OBSERVED APPLICANT: _____ METHOD OF OBSERVATION: ☐ DIRECT ☐ INDIRECT

From PERSONAL KNOWLEDGE I evaluate the applicant as follows:			PLEASE AFFIX YOUR WET STAMP OR ENGINEERING SEAL BELOW:
Activity	Satisfactory	Not Yet Ready*	
1. Quality of Work			
2. Technical Knowledge			
3. Judgment			
4. Responsible Charge Ability			

Do you believe that the applicant has the experience and ability to use the title "Geotechnical Engineer"? ☐ YES ☐ NO ☐ DON'T

If NO or DON'T KNOW, explain in REMARKS section.

KNOW

* REMARKS: (Continue on additional sheets if needed)

I CERTIFY UNDER PENALTY OF PERJURY THAT I HAVE PERSONAL KNOWLEDGE OF THE APPLICANTS WORK AND THAT THE FOREGOING STATEMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

SIGNATURE OF REFERENCE

DATE